



Senior Account Clerk

Department: Countywide

Class Code: 1142

EEO Code: 26

FLSA: N

Effective: 01/06/1994

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in accounting/clerical work; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Processes various documents for payment involving auditing for completion and accuracy; reconciles statements by researching fiscal systems; performs numerous bookkeeping functions such as posting financial data, maintaining filing systems, verifying payments, and working with ledgers, journals, and computer printouts; performs arithmetical calculations essential to conduct a wide range of accounting procedures; collects and accounts for monies; provides receipts and performs related record keeping functions; may prepare payrolls, personnel forms, and audit cash receipts; verifies incoming receipts against requisitions and vouchers for payment; responds to inquiries concerning fiscal transactions and account balances, and outstanding payments; distributes petty cash to County employees; applies signature, mails and distributes accounts payable checks, issues special checks, reconciles cash accounts; operates various office machines such as microcomputer, CRT terminal, calculator and cash register in performance of duties; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of accounting and bookkeeping principles and practices; of office practices and procedures; of keeping fiscal accounts and records; of data processing and spreadsheet applications.

Working skill in maintaining detailed fiscal records and files; in developing and maintaining good working relationships with County personnel and the general public; in oral and written communications.

MINIMUM EDUCATION AND EXPERIENCE:

High school diploma and general business training including courses in bookkeeping and typing/keyboarding and one year of experience in bookkeeping work; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
